

# Procurement Manager

## Company Overview

Xoserve is the Central Data Service Provider, that sits at the heart of Britain's complex gas market as a specialised contract management and assurance company. Xoserve maintains accountability for the delivery of the Data Services Contract for the industry, which is delivered by a key outsourced service provider.

## About the job

This is an exciting leadership opportunity within the Commercial team, which will ensure the delivery of successful sourcing and procurement strategy in support of a major project, [Project Trident](#). The role will also manage complex contract negotiations and support key stakeholders with relationship building and management of the procurement pipeline for all Third-Party supply partners.

The role will play a key role in Xoserve's continuing success with the ability to deputise for the Head of Commercial and act as a trusted partner where required. They will be required to work closely with the Commercial Manager to build out and deliver cultural and operational change within the Commercial and Procurement space, and will have the ability to challenge, investigate and pull together information effectively.

Working with colleagues across the business, they will be responsible for cultivating strong and collaborative commercial relationships with our suppliers, with a central focus on delivering excellent outcomes for the key procurements within a major IT transformation project [Project Trident](#) of circa £100m.

The role will ensure that Xoserve's commercial interests are protected, and that all procurements meet the demands and requirements of the business with a robust focus on structured and ethical negotiation practice.

They will be a contract and procurement practitioner with broad experience of complex commercial arrangements and will have an end-to-end understanding of the contract lifecycle, as well as the broader application of commercial principles and processes. A self-starter, who deeply values quality, proactivity and continuous improvement. A strong communicator and influencer, with the ability to build and maintain effective and collaborative relationships with colleagues, customers, suppliers and industry representatives.

## Role Accountabilities

- Have a full understanding of Xoserve's contracting landscape, and provide broad commercial support in delivery of team goals
- Escalate identified issues and risks to the Head of Commercial in a timely manner, offering support and management of resolutions
- Provide robust assurance measures to ensure that all Xoserve Procurement practices and documents are compliant and adhere to core business principles and Code of Conduct
- Ensure newly negotiated contracts and existing agreements meet all stakeholder and business requirements, and are delivered in a timely manner
- Identifying opportunities for cost reduction and avoidance, consolidation, and categorisation to achieve best value and support business goals

- Provide advice and input to our contracting and commercial arrangements with customers, and our internal colleagues
- Identify opportunities to build and improve positive supplier relationships from the outset through application of robust sourcing and negotiation practice
- Identify business risks and reputational exposure and apply mitigation control where required.
- Apply strong organisational skills to maintenance of Commercial and Procurement documentation, processes and systems
- Contribute to the core Commercial & Procurement functionality, creating and applying best practice methodology
- Coaching and developing junior team members, and consistently modelling constructive behaviours in line with company values

### **Specialist/Technical Expertise**

#### ***Essential:***

- Demonstrable advanced experience in all major aspects of Procurement
- Success in leading major negotiations and procurement events, resolving conflicts and securing a 'Win-Win' solution
- Ability to operate at a Strategic and leadership level, organising their own projects when required
- Experience drafting and negotiating contract terms, service levels, KPIs, service credits and other contractual mechanisms
- Ability to define, create and control effective contract lifecycle management and procurement processes
- Focused on building effective and collaborative relationships with all key stakeholders
- Proven experience of managing procurements within Public Procurement regulations
- The ability to 'bring to life' and communicate and explain contract and commercial arrangements both verbally and in writing
- Strong analytical skills, with the ability to assess situations quickly, based on fact, and make informed decisions and/or recommendations
- Self-starter, able to work independently and use initiative and accountability to deliver the requirements of the role
- Innovative thinker and problem solver who shows attention to detail and clarity
- Ability to work closely with the Finance, Legal, Change and major project teams
- Demonstrable experience of major IT, technical or engineering projects
- Ability to optimise processes and practices within Procurement function
- Ability to organise, create clarity and lead junior team members in a demanding fast-paced environment

#### ***Desirable:***

- Contract management, Bid Management or Commercial experience would be an advantage
- Candidates with knowledge of the Energy sector would be an advantage, or other relevant sectors such as Technology and IT, Defence or Public Procurement
- CIPS qualifications
- Project Management qualifications or experience may be useful

### **What We Offer**

- A competitive annual salary between £75,000 - £80,000 (may vary based on skills and experience)
- Discretionary individual bonus up to 15%
- Generous Pension Scheme - up to 12% employer contribution
- Generous Life Assurance provision - 4 x basic salary
- 28 days annual leave plus 8 statutory days in addition
- Income protection for employee after 12 months service
- Enhanced annual leave entitlement, with opportunity to buy additional holiday each year
- Enhanced family friendly policies
- Commitment to provide learning & development opportunities
- Access to contributory Private Medical Insurance for employee and family (Bupa)
- Health cashback plan for employee plus up to four dependent children (Medicash)
- 24/7 virtual GP plus remote access to Physiotherapy, Mental Health Support and Medical Second Opinion (Help@Hand)
- Electric Vehicle Salary Sacrifice Scheme (Octopus EV)
- Free confidential Employee Assistance Programme (LifeWorks)
- A wide range of wellbeing initiatives
- Fantastic range of discounts on high street retailers, grocery stores, cinema tickets, holidays and more
- Volunteering hours for our local communities
- Financial support to help cover the cost of one annual professional membership subscription

The Energy Industry is about to reform and change at pace, and it needs people like you to come and be part of its new design.

Don't meet every single requirement? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification. At Xoserve, we are committed to building a diverse, inclusive, and authentic workplace for everyone. So, if you're excited about this role but your experience or qualifications don't match the job description exactly, we encourage you to apply anyway. You might just be the right person for our growing business in this role or another one.

Xoserve is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, ancestry, place of origin, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability. We promise that your opportunity for employment with us depends solely on your qualifications.

If you are interested and consider you have the right skills and experience, we are looking for, please either apply direct on LinkedIn or email your CV, together with a covering letter explaining why you believe you are the right candidate to [people@xoserve.com](mailto:people@xoserve.com). This is a hybrid working role from our Solihull office with frequent days in the office expected. The closing date for applications is **Friday 28 February 2025**. We encourage candidates to submit their applications as early as possible and not to wait until the published closing date. Xoserve's recruitment periods can and may vary. We reserve the right to remove this advert or close it to further applications at any point during the recruitment process.